

14 September 2023 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann.
Start Time 7:01pm

Present - Dennis Hansen, Mike Cherry, Lee Hinrichs, Dick Palm, Irv Swieter, Rodney Drenkow and Eric Bagelmann

Absent - Mike Sherer

1) Introduction of Guests - Barb Swieter

2) Approve August Meeting Minutes - Motion to approve the *10 August 2023 Waverly Airport Commission Meeting Minutes*: made by Lee Hinrichs, seconded by Eric Bagelmann. Approved.

3) Review Financial Reports & Approve Bills - August Financial Report - Bagelmann asked if the \$2,900 under Revenues: 4710 Reimbursements and if the \$7,140 under Expenses: 6371 Electric/Gas Utilities, reflected the "summer fill" for propane? Cherry confirmed that was correct. Under the Agreement with Swieter Aircraft Services, the City pays for 50% of the propane and pays 100% of the electricity.

Motion to approve the *August Financial Report*: made by Dennis Hansen, seconded by Eric Bagelmann. Approved.

Approve Bills - No bills for approval.

4) Reports & Announcements - The August Business Traffic numbers include the Young Eagles program since it was a sponsored event. 130 kids were flown from the Waverly Airport (C25) by EAA (Experimental Aircraft Association) Chapter 227. Irv reported the program was well organized using timed slots. This made sure that everyone did not show up at the same time. With EAA's organization of the event, the Airport Commission cannot see how to improve the program at this time. 11 brand new Cessna 172's, on their way to Turkey, stopped by to fly the kids as well.

2023 Waverly, Iowa Airport Monthly Traffic Report

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Agriculture	0	0	0	0	0	2	196	81					279
Business	127	98	57	73	87	79	188	336					1045
Training	103	63	46	89	96	93	39	85					614
Pleasure	29	23	79	49	56	61	73	58					428
Total	259	184	182	211	239	235	496	560					2366

2023 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
100LL	138	559	454	441	864	747	1081	813					5097

Motion to approve the *Monthly Traffic/Fuel Reports*: made by Lee Hinrichs, seconded by Dennis Hansen. Approved.

5) Unfinished Business - Young Eagles (Aug. 12th) - After Event Review - See Section 4 - Reports & Announcements.

Commission's Update to City Council - The Airport Commission's update to City Council takes place on 25 September 2023 at 7pm. Cherry reviewed the power point slides to be used. The update informs City Council and the community about past and current projects as well as events taking place at the airport. Information also shows the impact the airport has on Waverly financially. Waverly Airport is basically a self-supporting airport, financially.

5-yr Airport FBO & Manager Agreements - Finalize Renewal (Council Approval 9/18/23) - With the Airport FBO and Manager Agreements coming up for City Council approval, it was mentioned that a representative from the Airport Commission should attend to answer any questions.

Ag Lease / Cut & Bale Grass Agreement - Tenant Cancellation Deadline Dec.1st - With the Commission declining to cancel the Agreement in August (by written notice), Cherry said the tenant has until December 1st to cancel. Bagelmann asked why the tenant has until December 1st and not September 1st, as required. He also asked about the Auto-Renewal deadline which also is September 1st. Cherry responded, that if the tenant does not pay what is owed on December 1st, then effectively the agreement is cancelled (if written notice is not received by 1st September, the lease automatically renews for another year, Iowa Code 562.6). The Ag Lease / Cut & Bale Grass Agreement would then need to go out for the bid process again. Commission members acknowledge this has been an extraordinary year with the lack of rain fall (short by 12 inches to date).

6) New Business - 5-yr On-Call Engineering Services Agreement - Begin Selection Process - The 5-yr On-Call Engineering Services Agreement is up for renewal. Using a 5-yr agreement for Engineering Services reduces the need to solicit request for qualifications (RFQ) for each project. This is desirable for airports of Waverly's size and range. Per the FAA, a state wide advertisement is required. Anthony Pollard from the FAA will be able to assist the City in navigating the process. Cherry said airport consultants are becoming a more specialized group with only a half dozen or so firms performing the work. The first step is to have Anthony Pollard review the City's notice for Airport Consultants and make sure we are in compliance. Consultants will need to submit their Statement of Qualification and Experience by 4 pm on Friday, October 27, 2023. For the October Commission Meeting, a committee will be put together. On the committee, Cherry said 3 people are a must: Dennis Hansen, Rod Drenkow and himself, but would like to have 5 people reviewing. The goal is to have the Agreement wrapped up by February or March 2024.

7) Tabled Items - None

8) Project Status Report - (South) T Hangar Taxilane Reconstruction - Progress Report - Construction was started in August and is expected to be completed by the end of September.

Taxiway 11 Connector Project - Progress Report - Construction was started in August and is expected to be completed by the end of September.

Re-Shingle Electric Vault Building - JD Builders completed the re-shingling of the Electric Vault Building.

T-Hangar 240V Electrical Upgrade - Irv is waiting to hear back from Todd of Tatroe Electric, but has plans to reach out tomorrow and touch base. Pump #2 is tripping the breaker, again. Irv informed Tatroe, but said the #1 project is getting the 240V out to the T-Hangars, #2 is the getting the light project done and #3 is getting answers as to how power is run, so the pumps can be split up on separate breakers. Currently, if one of the pumps trips the circuit breaker, both pumps are inoperative. Irv put a sign up for customers to use pump #1 only at this time.

9) Group Discussion - Calendar - Future Action Items - In October, Commission should be provided with a new calendar for the year 2024.

10) Adjournment - Motion to adjourn: made by Eric Bagelmann, seconded by Lee Hinrichs. Approved.

End Time 8:13pm